Colchester Public Schools
Application for Approval of Field Trip

Overview: This form must be completed by all staff to request approval of a field trip.

Directions:

1. Complete the form attaching all applicable documentation and submit to your administrator. The application must be submitted **at least two weeks prior for in-state** field trips, and **two weeks and two months prior for out-of-state** trips.
2. The Administrator will recommend or not recommend. If approved, the form must be sent to the Superintendent.
3. The Superintendent will either recommend or not recommend and will bring to the Board of Education if the request is for an out of state field trip.
4. If applicable, the Board of Education reviews and makes the final decision.

Today's Date: 9/26/23

Field Trip Information

Applicant Name: Marinne Cheney	**Method of Transportation:** Coach Bus
School: Choose School BA	**Bus Service Number(s)** *(if applicable)*:
Grade(s) and Group(s): Choirs	**Number of Students:** 50
Date(s) of Trip: May 21-22, 2024	**Number of Day(s) of Trip:** 2
Event: Met Opera, Broadway Workshop, Broadway Musical	
Destination: New York City	**Phone Number:** 203-988 -4385
Address (for each destination): see attached	**State:** New York
Time of Departure From School: 9:00AM **Time of Arrival Back at School:** 9:00 PM	**Special Clothing and/or Equipment Required:** Concert Dress Code

Student Cost Information

***Cost to Student:** $ 500	**Suggested Student Pocket Money:** $ 50

Supervision Information (List names of all employees, other chaperones, and cell phone number for each)

1. **Name:** Marinne Cheney	**Cell Phone:** [redacted]
2. **Name:**	**Cell Phone:**

List all adult chaperones: Ratio of adult chaperones to students must be at least: 1:5 for Grades K-2, 1:8 for Grades 3-5; 1:10 for Grades 6-8; and 1:15 for Grades 9-12 (one-day trips) or 1:10 (overnight trips)

Jen Kollwitz
3 other chaperones TBD and will be discussed with Amy Begue.

Administrator Signatures

Applicant Signature Marinne Cheney

Administrator's Signature Amy Begue ☑ **Recommended** ☐ **Not Recommended**

Superintendent's Signature ☑ **Recommended** ☐ **Not Recommended**

Board of Education (if applicable)

Board of Education Meeting Date:	☐ **Recommended**	☐ **Not Recommended**

Bus Information

Bus Reservation Date:	**Price of Bus(es): $**

*If a trip to a foreign country, please complete and attached the CIRMA insurance application and notify parents of coverage

Field Trip Instructional Plan

Colchester Public Schools

Field Trip Location(s): New York City

Reference Check: Visited site on:_____ *or* Spoke with: Travel Agent

Name: Marinne Cheney **Grade/Group:** Chamber/Con Brio

(Teacher(s) completing this form)

Instructional Focus of Trip

- **This field trip is directly related to curriculum** [X] Yes [ ] No
- **Curriculum Unit(s):** Field Trip Performance Unit
- **Specific Curriculum Standards Addressed by Field Trip** (please refer to CT Core and disciplinary standards):
  Seeing 2 world class professional performances in different styles and genres
  Working with professional performers in a teaching workshop capacity
  Q&A with professionals in both the Opera and MT industries
- **Assessment of Student Learning** (describe or attach the work students will complete upon their return to convey the learning):
  Class Discussions about the performances and workshop. Students will complete a written assignment discussing their musical and performance takeaways from each experience and how they will apply this knowledge to future music learning and performing.

Trip Agenda/Activities: List/attach entire break out of times for each day. Include travel time and all activities. Attach additional sheet if needed.

DATE/TIME	LOCATION	ACTIVITY
See attached		

Approvals:

Marinne Cheney — 9/26 — [X] Approved [ ] Denied
Department Chair (High School Only) — Date

_____ — _____ — [ ] Approved [ ] Denied
Principal — Date

_____ — _____ — [ ] Approved [ ] Denied
Assistant Superintendent — Date

Field Trip Cost Form

Date(s) of Trip: May 21-22, 2024

Event: Met Opera, Broadway Workshop, Broadway Musical

M&J Bus(es) ONLY

Number of Students:

50

Estimated Hours for trip:
(Add 1 hour pre/post trip)

Number of Buses:

Per Student Calculations:

	M&J Bus(es) ONLY	Coach Bus(es) ONLY
Admission per student:		
Miscellaneous Fees per student:		
Total admission and miscellaneous fees:		500
Cost of Bus		
Total Field Trip ***Cost per Student:**		500

Additional Costs:

Number of Substitute Teachers	2
Rate per Day	
Special Education costs	
Cost Associated if Nursing Required	
Total ***Cost to District:**	0
Total ***Cost of Trip:**	$25,000

Alternate funding for trip provided by: Fundraisers- Lyman pie and cookie dough, concert bake sales. Student Activity Acount funds available

***Insert these costs on the accompanying Field Trip Application**

Form updated 5.27.21

Choir NYC Trip
May 21-22 2024
Itinerary

Tuesday May 21

9:00am	Bus arrives at Bacon Academy for pick up.
	Bag Lunch on route
1:30pm	Arrive at Ripley Grier Studio for Check In
2:00-3:30	Broadway Workshop "Living the Music"
4:00	Group dinner at Margaritaville in Times Square
5:30	Board Bus and depart for Lincoln Center/MET theater
6:00	Doors Open
7:00	Performance of **The Hours**
10:00	Depart for Hotel

HOTEL:

Saddle Brook Marriott Hotel
138 New Pehle Ave
Saddle Brook NJ 07663
201-843-9500

Wednesday May 22

8:30 am	Wake up
9:30	Breakfast in the conference room and meet with Met Singers for Q&A.
11:00	Depart for Times Square
1:15pm	Arrive at theater for **Hadestown**
2:00	Show Starts
5:00	Bus departs NYC for Bacon Academy
	Dinner en route home.
9pm	Approximate arrival at Bacon Academy